

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Supervising Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423400</u>
	SALARY RANGE: <u>(313A) \$ 26426 - \$28612</u>	REFERENCE POSITION NO.: <u>5550-10000-1593</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>09/17/2004 - 09/24/2004</u>
	<u>Division/Section/Unit</u> <u>RI College</u>	GRACE PERIOD ENDS <u>9/27/2004</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday 8:30am - 4:30pm</u>	Job Location: <u>Office Services, Craig-Lee Hall</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2879</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
Records all printing jobs that come in on Excel. Discusses the job feasibility with the Asst. Director. In the absence of or along with the Asst. Director and Director, assists clients with job needs. Reproduces jobs of varying sizes both from "hard copies" and through the network. Jobs include one-sided, two-sided, stapling, binding, saddle stitching printing jobs, but not limited to these. Laminating of jobs for various departments. Responsible for the printing of College Briefs on Mondays and Thursdays. Responsible for the printing and security of all exams that is: daily, mid-terms and finals. Responsible for the printing of all special events on campus including Commencement. Pricing of jobs upon completion and prepare them for Expense Transfer by Asst. Director. Quality controls all jobs that are printed or reproduced in the department. Coordinates all student employees of the department. Assist clients in the Copy Center if student help not present. Enters all jobs into the Excel system when completed and tracks jobs for delivery. Along with department secretary, answers incoming calls and takes in and records priority shipments. Other related duties as directed.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment; and Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in the performance of automatic typing and other clerical work of a difficult nature. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: 40 net WPM - 5 minutes.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Rhode Island College, Office of Human Resources	Telephone #: <u>401-456-8443</u>
	600 Mt. Pleasant Avenue, Providence, RI 02908	Fax #: <u>401-456-8717</u>
	Attn: Robin Pecunioso, Manager Classified Services	TTY/TDD #: <u>401-456-8216</u>
		(Telecommunication Device for the Deaf)



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